

Compliance Requirements

FOR CERTIFIED COURT
INTERPRETERS AND REGISTERED
INTERPRETERS OF NONDESIGNATED
LANGUAGES

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Compliance requirements are subject to change.
Please check the “Court Interpreters Program”
web page frequently for updates.

www.courts.ca.gov/programs-interpreters.htm



ADMINISTRATIVE OFFICE
OF THE COURTS

COURT INTERPRETERS PROGRAM



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Part 1 Compliance Requirements, Sections 1.0–4.12

1.0 Purpose

- 1.1 Continuing education and compliance requirements for court interpreters have the following purposes:
 - A. To ensure that certified court interpreters (hereinafter “certified interpreters”) and registered interpreters of non-designated languages (hereinafter “registered interpreters”) maintain and improve the knowledge, skills, and abilities required to perform their responsibilities competently, fairly and efficiently.
 - B. To promote adherence to the highest ideals of personal and official conduct, as stated in *Professional Standards and Ethics for California Court Interpreters* and Code of Ethics for the Court Employees of California as they pertain to interpreter employees.
 - C. To assist certified and registered interpreters in helping to preserve the integrity and impartiality of the judicial system through their efforts to ensure all members of the public have equal access to the courts, stand on equal footing when participating in court proceedings, and are treated fairly and justly.
 - D. To help improve the administration of justice, reduce court delays, and promote fair and efficient court proceedings and standardized court practices and procedures.

2.0 Continuing Education Requirements

- 2.1 Effective January 1, 1993, under Government Code sections 68561 and 68562, all certified and registered interpreters of spoken languages must meet continuing education requirements established by the Judicial Council of California in order to remain certified or registered. The continuing education compliance period is two years. (See section 2.5 of these compliance requirements.)
- 2.2 Court Interpreter Minimum Continuing Education (CIMCE) credit will be awarded for continuing education activities that meet the following criteria:
 - A. Activity is offered as education by pre-approved provider as per section 2.3.1A;¹ *or*
 - B. Activity meets definition of education per 2.3.1B and has been assigned a CIMCE number by the Judicial Council of California, Administrative Office of the Courts;
and

¹ See Section 5.0H for definition of *pre-approved provider* and Section 6.1 for application procedure pre-approved providers must follow. Pre-approved providers are required to establish relevance of their educational activities to the work of court interpreters and must meet criteria specified in section 2.3.1B in order to obtain a CIMCE number for the educational activity offered. *Pre-approved provider* status in and of itself does not guarantee CIMCE credit for educational activities being offered by the pre-approved provider.

C. Activity qualifies under 2.3.1A or 2.3.1B, and is completed during compliance period and within period approved for the activity.

2.3 *Continuing education* refers to specifically defined activities in which the interpreter participates *after* successfully passing the oral examination for certification or registration, in furtherance of professional development and in order to maintain Master List status on the Judicial Council’s Master List of Certified Court Interpreters of Designated Languages and Registered Interpreters of Non-designated Languages.

2.3.1 *Education*, for the purposes of this requirement, is defined as:

A. An educational activity relevant to court-related interpreting that enhances interpreter participant’s ability to perform interpreting work for the courts competently, fairly and efficiently, and that is offered by the following pre-approved providers:

- California Administrative Office of the Courts (AOC)
- Superior courts of California
- National Center for State Courts—Consortium for Language Access in the Courts
- Other state courts and AOCs
- Federal courts
- Accredited colleges and universities

Or

B. An educational activity relevant to court-related interpreting that enhances interpreter participant’s ability to perform interpreting work for the courts competently, fairly and efficiently.

(1) The educational activity must meet the following three criteria if offered by any other provider:

- (a) Subject matter of educational activity is relevant to court interpreting, function of the courts, or the judicial branch;
- (b) Educational activity is at least one hour in length; and
- (c) Anticipated learning outcomes (how new knowledge, skills, or abilities will be applied, demonstrated, or used) are identified before the educational activity begins;

and

(2) The educational activity must also meet at least two of the following five criteria:

- (a) Location where learning activity takes place is educationally sound (e.g., distractions are limited and physical space is conducive to learning subject matter);
- (b) Interpreter participant receives or has access to all reference tools and other materials and resources (such as handouts) required for

learning and applying educational content of the activity (such as job aids or scripts);

- (c) Interpreter participant has the opportunity to practice using or applying the new information or skill (through direct experience, role-play, or case studies/hypothetical situations) as part of the learning experience;
- (d) Interpreter participant has the opportunity to interact with knowledgeable faculty or other experts in the topic of the educational activity by posing questions or clarifying understanding of educational content; or
- (e) An assessment tool or activity (such as development of an action plan to apply the newly-gained knowledge or skill) enables interpreter participant to determine whether the skills, abilities, and knowledge gained through the educational activity can be applied to their work in the future.

Note: The above criteria will be used to determine if any activity, including those previously classified as “self study,” constitutes education for purposes of meeting continuing education requirements for certified and registered interpreters. For purposes of CIMCE credit approval, the former “self study” category now refers to non-instructor-led activities that meet the criteria in section 2.3.1A–B.

C. For information on distance learning, refer to section 12.0, Earning CIMCE Credit Through Distance Learning.

2.4 In order for newly certified and registered interpreters to complete the enrollment process and be added to the Judicial Council’s Master List of interpreters, all newly certified and registered court interpreters must satisfy the following requirements:

- A. Complete “Interpreter Orientation: Working in the California Courts,” a self-directed online course to which the newly certified or registered interpreter applicant is provided access once s/he successfully passes final certification or registration exam.
- B. Complete and submit enrollment application to the Judicial Council, which includes initial fee, verification of Interpreter Orientation course completion, and required identification.

2.5 The first continuing education compliance period is at least two full calendar years following the date on which the interpreter completes the process to obtain status as a California certified or registered interpreter.

For example, if an interpreter passes their final certification or registration exam in June 2012; completes the required course, “Interpreter Orientation: Working in the California Courts”; and enrolls with the Judicial Council in September 2012, the initial compliance period will be September 2012 to December 31, 2014. Thereafter, subsequent compliance periods will be two-year periods beginning January 1 of the first year and ending December 31 of the second year.

Required Continuing Education Hours

2.6.1 All interpreters are required to complete 30 continuing education hours each compliance period. All newly certified and registered—as well as FCICE (Federal Court Interpreter Certification Examination; federally certified) interpreters who wish to be included on the California Judicial Council’s Master List—must complete the following continuing education activities during their first compliance period:

- A. Judicial Council Ethics Workshop (6 hours);
- B. Minimum of 12 hours of instructor-led educational activities approved for CIMCE units; and
- C. Maximum of 12 hours non-instructor-led educational activities approved for CIMCE units.

2.6.2 During subsequent compliance periods, all certified and registered interpreters are required to complete 30 hours of continuing education as follows:

- A. Minimum of 15 hours of instructor-led educational activities approved for CIMCE units; and
- B. Maximum of 15 hours of non-instructor led educational activities approved for CIMCE units.

Note: See section 3.2 for credit award guidelines.

2.6 Professional Interpreting Assignments

2.7.1 All certified and registered interpreters must complete 40 court-related professional interpreting assignments during each continuing education compliance period.

2.7.2 An ‘assignment’ is court-related interpreting performed on a specific date and corresponding to a specific case.

For example, each day of a multiday trial counts as a separate assignment. Other examples of court-related assignments include depositions, deposition preparation sessions, administrative hearings, in-custody interviews, proffer (exchange of information) sessions, witness conferences, probation department encounters, and mediation or arbitration sessions.

2.7.3 Registered interpreters who cannot complete 40 court-related professional interpreting assignments because of a limited need for their languages by the courts may be eligible for an exemption. Exemptions are granted by the AOC in consultation with the Court Interpreters Advisory Panel on a case-by-case basis.

2.7.4 Exemptions to the 40 court-related professional assignments requirement must be requested in writing by the certified or registered interpreter before the end of the compliance period to avoid loss of registered status.

- 2.7.5 There are no exemptions to the 40 court-related professional assignments requirement for out-of-state residents, but court-related professional assignments completed out-of-state are acceptable (see section 2.7.2 for examples of acceptable court-related professional assignments).

3.0 Procedures and Guidelines for Annual Renewal and Continuing Education Compliance Requirements

3.1 Annual Renewal and Continuing Education Compliance Requirements

- 3.1.1 Each certified or registered interpreter is required to pay an annual renewal fee for the following year by December 31 of the current year (For example, the fee for 2014 is due December 31, 2013). A form will be mailed or e-mailed to the certified or registered interpreter as a reminder that the renewal fee is due.² The amount of the current annual renewal fee is posted on the “Court Interpreters Program” (CIP) web page of the California Courts website and must be received by December 31 by the AOC. Payment in the form of checks, cashier’s checks, or money orders made out to the State of California is accepted.
- 3.1.2 All interpreters are required to submit a completed Continuing Education Compliance Form to the AOC Court Interpreters Program by December 31 at the completion of their continuing education biennial compliance period. (*Reminder: A continuing education compliance period is two years.*) The Compliance form will be mailed or e-mailed to the certified or registered interpreter before the end of each two- year compliance period. Forms are also available on the CIP web page.
- 3.1.3 A late filing fee is assessed if the annual renewal or continuing education compliance form, or any required payment, is received after the December 31 due date but within the late filing period, which extends from January 1 through the last day of February. The amount of the current late filing fee will be posted on the CIP web page.³ An additional fee will be assessed for returned checks.
- 3.1.4 Every interpreter is responsible for notifying the AOC of his or her current mailing address and e-mail address for receipt of documents pertaining to certification or registration. An interpreter’s failure to provide his or her current mailing address and e-mail address does not exempt an interpreter from fulfilling any compliance requirements based on lack of notice from the AOC. An update form is available to all interpreters on the CIP web page.
- 3.1.5 Compliance and renewal forms must be received before March 1. Interpreters who submit the required forms or payments after the late filing period deadline will be suspended and an additional reinstatement fee will be assessed. Required forms or payments received after the late filing period will be accepted during the

² Annual renewal and compliance forms are sent to all certified and registered interpreters by mid-September.

³ The CIP web page is www.courts.ca.gov/programs-interpreters.htm.

suspension period from March 1 through June 30. Required payments include the annual renewal fee, late fee, reinstatement fee, and returned check fee (if applicable).

- 3.1.6 Required payments or forms received on July 1 or later will not be accepted and failure to provide these items before July 1 will result in the revocation of the interpreter's certified or registered status. (See section 4.7.)
- 3.1.7 Once certified or registered status is revoked, an interpreter must retake and pass all qualifying certification or registration exams in order to be reinstated to the Judicial Council's Master List. The interpreter must meet the same requirements for certification or registration as required of newly certified and registered interpreters, as well as meeting all requirements for reinstatement. (See section 4.8.)

3.2 General Guidelines for Continuing Education Credit

- 3.2.1 CIMCE instructor-led educational activities are those classes or courses specifically reviewed for pre-approval or approval by CIP for credit. In addition to courses offered by pre-approved providers, approved courses may include courses offered by accredited institutions of higher learning, courts, conferences, or workshops by professional organizations. The criteria in section 2.3.1A–C will determine whether CIMCE credit will be granted. (See section 6.0 for application procedures.)
- 3.2.2 Non-instructor-led activities must meet the criteria in section 2.3.1A–B and be assigned a CIMCE number in order for CIMCE credit to be granted.
Note: The self-directed reading or studying of materials does not earn CIMCE credit.
- 3.2.3 CIMCE credit will be awarded only after completion of the entire educational activity. Partial attendance does not qualify for CIMCE credit. Reasonable absences are allowed for academic courses. An interpreter must meet the academic institution's attendance requirements for credit to be eligible for CIMCE credit. If an educational activity spans two compliance periods, credit will count toward requirements for the compliance period corresponding to the year in which the educational activity is completed.
- 3.2.4 No continuing education hours or interpreting assignments may be carried over from one compliance period to the next.
- 3.2.5 Interpreters may receive CIMCE credit for participating in educational activities offered in other states or in a foreign country if the activities are approved by CIP. Foreign travel time may not be counted for credit.
- 3.2.6 Certified and registered interpreters who are instructors of CIMCE-approved activities are eligible to receive continuing education credit for those activities. (See section 3.4.) Credit will be awarded only one time for the educational activity within the two-year compliance cycle and will count toward the non-

instructor-led educational activity category. The CIMCE number will be assigned to the instructor upon application.

3.2.7 Relevant educational activities approved by the State Bar for Minimum Continuing Legal Education credit will be approved for CIMCE credit upon application by the provider or participant. *Relevant educational activity*, for the purposes of this section, is defined in section 2.3.1A–C.

3.2.8 CIMCE credit is *not* given for the following:

- A. Rating candidates for any state, federal, or Consortium for Language Access in the Courts court interpreter exam.
- B. Developing any state, federal, or consortium court interpreter exam.
- C. Attending preparatory activities for any state or federal certification and/or registration exam.
- D. Engaging in marketing or consulting activities.
- E. Completing the same CIMCE-approved activity more than one time within the same compliance period.
- F. Attending or conducting activities unrelated to continuing education requirements.
- G. Participating in educational activities that do not meet the criteria outlined in section 2.3.1.

Note: See sections 7.0–12.5 for the CIMCE approval-granting process and guidelines for continuing education providers.

3.3 Computation of CIMCE Credit

3.3.1 CIMCE credit shall be granted as follows:

- A. Each hour of participation in an educational activity as defined in section 2.3.1 shall be counted as 1 hour of CIMCE credit (maximum 6 hours per day).
- B. One satisfactorily completed academic quarter unit is equal to 10 CIMCE hours.
- C. One satisfactorily completed academic semester unit is equal to 15 CIMCE hours.

3.3.2 CIMCE credit is approved at a minimum of 1 hour, thereafter measured in half-hour increments, and rounded down.

For example, if an educational activity is 2 hours and 20 minutes, the allowable hours awarded are 2 hours; if it is 2 hours and 45 minutes, 2.5 hours are awarded.

3.3.3 The maximum CIMCE credit approved per day is 6 hours.

3.3.4 To receive credit, the attendee must attend the entire activity encompassed by its CIMCE number. For academic courses, reasonable absences may be permitted.

The educational institution must consider the course as “completed” by the participant in order for CIMCE credit to be granted to that individual.

3.4 Interpreters Teaching a CIMCE-Approved Activity

3.4.1 CIMCE credit for teaching a CIMCE-approved activity is granted as non-instructor-led CIMCE credit and is computed at the rate of 3 hours’ preparation time for each hour of instruction plus instruction time. The maximum number of CIMCE credit granted for teaching a CIMCE-approved activity is 15 non-instructor-led hours. Credit is granted only once for the activity within a two-year compliance cycle.

3.4.2 A CIMCE number for teaching a CIMCE-approved activity will be assigned to the instructor upon application.

Example: The first time you teach a 1-hour class, you will receive 3 hours of non-instructor-led CIMCE credit for preparation plus 1 hour of non-instructor-led CIMCE credit for the presentation, totaling 4 hours of non-instructor-led CIMCE credit. The second time you teach the course, you will receive no CIMCE credit.

3.5 Verification of Continuing Education Compliance

3.5.1 Certified and registered interpreters are required to list the continuing education activities and court-related professional assignments for each compliance period and to sign a sworn statement that the information therein is true and correct. This statement must be completed and filed within the time frames specified in section 3.1.2.

3.5.2 Certified and registered interpreters are required to retain verification of their attendance and course completion for five years after the activity concludes. Suitable verification includes, but is not limited to, the following:

- A. Official transcripts from accredited colleges and universities
- B. Documentation verifying attendance
- C. Certificates of successful completion

3.5.3 The AOC may ask for proof of attendance or completion of activities listed on the continuing education compliance form. If the interpreter does not submit the required documentation requested, he or she may not receive CIMCE credit for the corresponding educational activity. Failure to submit any proof requested could result in decertification or deregistration of the interpreter if the interpreter has not otherwise earned sufficient qualifying CIMCE credits to meet the minimum CIMCE requirements.

4.0 Summary of Renewal Requirements

4.1 All certified and registered interpreters must meet the following requirements in order to maintain their certification or registration status each biennial (two-year) continuing education compliance period:

- A. Completion of thirty hours of approved continuing education;
 - B. Completion of forty court-related professional interpreting assignments;
 - C. Submission of a Continuing Education Compliance Form by December 31 and no later than the late filing deadline (the final day of February), demonstrating completion of continuing education hours and interpreting assignments; and
 - D. Payment of the annual renewal fee, the late filing fee, and any returned check fees, if applicable.
- 4.2 All certified and registered interpreters must meet the following requirements to maintain their certification or registration status each annual renewal period:
- A. Payment of annual renewal fee for the following year, submitted with Annual Renewal Form, due by December 31;⁴
 - B. Payment of late filing fee, if renewal form and fee are received between January 1 and the last day of February. **All payments and forms must be received before March 1 to avoid suspension, which can lead to loss of certification or registration status.**
 - C. A reinstatement fee will be assessed if payment and/or education requirements are received between March 1 and June 30.
- 4.3 An interpreter's certification or registration status will be **suspended** if, by the last day of February, the interpreter does not:
- A. Meet the renewal requirements; or
 - B. Comply with all certification or registration policies adopted by the Judicial Council.
- 4.4 Once an interpreter's certification or registration status is suspended, the interpreter will be removed from the Judicial Council's Master List and the trial courts will be notified.
- 4.5 If an interpreter is suspended for not meeting annual renewal requirements, the interpreter must comply with the following before he or she is reinstated on the Judicial Council's Master List:
- A. Pay past due annual renewal fee;
 - B. Pay late fees;
 - C. Pay returned check fee (if applicable);
 - D. Pay reinstatement fee; and
 - E. Comply with continuing education and professional interpreting assignment requirements

⁴ See <http://www.courts.ca.gov/programs-interpreters.htm> for current amount.

- 4.6 A reinstatement fee will be assessed if payment and/or continuing education requirements are received between March 1 and June 30. Amount of reinstatement fee can be found on the CIP web page.⁵
- 4.7 An interpreter's certification or registration status will be **revoked** if the following requirements are not met by June 30:
- A. Renewal requirements for suspended interpreter are not met between March 1 and June 30;
 - B. Interpreter does not pay required reinstatement fee; or
 - C. Interpreter does not comply with all certification or registration policies adopted by the Judicial Council.
- 4.8 If an interpreter's certification or registration status is revoked, the interpreter will be removed from the Judicial Council's Master List and the trial courts will be notified. Once an interpreter's certified or registered status is revoked, the interpreter must retake the applicable examinations and complete the full enrollment and qualification process as required for newly certified and registered interpreters in order to be reinstated.
- 4.9 Federally certified (FCICE) interpreters who wish to maintain their Master List status must meet all of annual renewal and biennial continuing education compliance requirements. Once an interpreter's certified or registered status is revoked, the interpreter must retake the applicable examinations and complete the full enrollment and qualification process as required for newly certified and registered interpreters in order to be reinstated.

4.10 Inactive Status

- 4.10.1 An interpreter may ask to be put on inactive status at any time, for any reason, without losing his or her certification or registration. The period of inactivity is limited to two years. Requests for inactive status must be submitted in writing in advance to the AOC and include the proposed effective dates proposed for inactive status. The AOC will provide written confirmation of requested status to the interpreter within 10 business days.
- 4.10.2 Only an interpreter in good standing with the Judicial Council is eligible for inactive status. An interpreter is considered in good standing if s/he (1) has not had his or her certification or registration revoked; (2) has satisfied all continuing education, certification, and/or registration renewal requirements for the previous compliance period; and (3) has satisfied all other Judicial Council requirements.
- 4.10.3 An interpreter on inactive status is prohibited from interpreting in the courts. The Master List will reflect that the interpreter is on inactive status.

⁵ See <http://www.courts.ca.gov/programs-interpreters.htm>.

- 4.10.4 Annual fees for interpreters on inactive status are one-half of the standard annual fees as posted on the CIP web page. Interpreters who have already paid the standard annual fees before going on inactive status will not be reimbursed. Retroactive payment for the period of inactive status may be accepted and must be received before active status can be regained.
- 4.10.5 An interpreter on inactive status is exempt from CIMCE requirements while on inactive status but is awarded credit if s/he chooses to complete CIMCE courses during the period of inactivity. The credit will be awarded as per section 4.10.6. CIMCE credits that exceed the number of units required cannot be rolled over toward any subsequent compliance period.
- 4.10.6 An inactive interpreter who wishes to return to active status must submit a written request to the AOC. An inactive interpreter must also complete the requirements for continuing education and court-related professional interpreting assignments in proportion to the number of months the interpreter was on active status during the compliance period in which reactivation occurs. (See Appendix B.) An interpreter must complete the requirements for continuing education and court-related professional interpreting assignments only for the months during which he or she was actually active.
- 4.10.7 An interpreter who returns to active status after a period of inactivity must complete a Judicial Council Ethics Workshop within the first compliance cycle following their return to active status.
- 4.10.8 An interpreter who returns to active status after a period of inactivity must complete one full compliance period before being allowed to return to inactive status.

4.11 Active Status

- 4.11.1 *Active status* refers to interpreters who are considered in good standing with the Judicial Council because they have successfully passed qualifying examinations per California standards and conditions, satisfactorily completed the initial enrollment process, and are currently in compliance with all requirements stated for certified court interpreters and registered interpreters of non-designated languages. Interpreters who are in active status are placed on the Judicial Council's Master List. This list is used by the courts, justice partners, and the public to locate California certified and registered interpreters.
- 4.11.2 An American Sign Language (ASL) interpreter who currently holds a Specialist Certificate: Legal (SC:L) issued by the Registry of Interpreters for the Deaf (RID) may become a certified California court interpreter and placed on the Judicial Council's Master List by first completing the enrollment process—including payment of the enrollment fee and completion of the course "Interpreter Orientation: Working in the California Courts." Thereafter, ASL interpreters must maintain their SC:L standing with RID.

4.12 Suspended Status

- 4.12.1 Suspended status refers to interpreters who fail to meet their annual renewal and/or biennial continuing education and professional assignments requirement by the end of the late filing period, which is from January 1 through the last day of February. Interpreters with suspended status have from March 1 through June 30 to come into compliance by submitting all required fees, including late and reinstatement fees, and required compliance forms and assignments.
- 4.12.2 During the suspension period, interpreters with suspended status will be removed from the Judicial Council's Master List and the trial courts will be notified.
- 4.12.3 If interpreters with suspended status do not come into compliance by June 30, their certified or registered status will be revoked. Once an interpreter's certified or registered status is revoked, the interpreter must retake the applicable examinations and complete the full enrollment and qualification process as required for newly certified and registered interpreters in order to be reinstated.

Part 2 Approval of Educational Activity for CIMCE Credit: Instructions for Continuing Education Providers and Interpreter Applicants

5.0 Definitions of Terms

- A. *Court Interpreter Minimum Continuing Education (CIMCE)*: A required minimum of educational activity in which court interpreters actively participate in order to continuously improve their professional knowledge, skills, and abilities as court interpreters. CIMCE is the standard that results in the satisfaction of one of the requirements for maintaining certified or registered status. The educational instruction may be directly related to the act of court interpreting or relevant to the function of the courts. The courses of study may be short-term (such as a one-day, evening, or weekend workshop), long-term (a one-semester or one-quarter course or a sequence of courses offered at an educational institution), or provided via distance education.
 - B. *Continuing education*: Specifically defined activities in which the interpreter actively participates *after* successfully passing the certification or registration oral examination, for the purpose of professional development and in order to maintain Master List status with the Judicial Council of California.
 - C. *Provider*: An individual, partnership, corporation, association, organization, educational institution, or government agency that delivers workshops, courses, programs, or other educational activities. A provider may seek approval by the Judicial Council for one or more of its educational activities to qualify for CIMCE units.
 - D. *Applicant*:
 - (1) Any provider seeking approval to offer CIMCE credit for an educational activity or program; or
 - (2) Any interpreter seeking CIMCE credit approval for a course taken from a provider that has not applied for or been granted CIMCE approval for its educational activity or program.
- Note: See section 3.4 regarding the eligibility of instructors to receive credit for specified CIMCE activities.*
- E. *Approved continuing education activity*: A course, workshop, seminar, or other educational activity that has been approved by the AOC as qualifying for credit toward meeting the continuing education requirements for certified and registered court interpreters.
 - F. *Instructor-led distance learning*: A formal educational process during which most instruction occurs when student and instructor are not in the same place. This learning requires ongoing and active involvement of an actual qualified instructor and ability of participant to meaningfully interact with instructor, and also requires that the criteria for *educational activity* in section 2.3.1 be met. (See also section 12.1.) Credits earned by attending approved instructor-led distance education count toward the minimum 15

instructor-led CIMCE credits an interpreter must earn toward completion of the 30-credit requirement.

- G. *Non-instructor-led distance learning* (formerly referred to as “self-study”): For the purpose of earning CIMCE credit, a formal educational process in which most of the learning is not instructor-led but has a specific structure and learning outcomes. Approval and a CIMCE number must be established before end of compliance period in which the activity took place. The criteria for “educational activity” as defined in section 2.3.1 also must be met. (See also section 12.2.) Interpreters may earn up to 15 of the required 30 CIMCE credits in the non-instructor-led category.
- H. *Pre-approved providers* (identified in section 2.3.1A): Government entities that regularly offer continuing education that satisfy requirements of an approved educational activity (for example, the AOC, state and federal courts, and other state Administrative Offices of the Courts). The National Center for State Courts—Consortium for Language Access in the Courts and accredited colleges and universities with permanent faculty are also recognized as pre-approved providers. Educational activities offered by these providers will be assigned a CIMCE number upon a determination of relevance and when a program or activity is determined to be “instructor-led” for the purposes of this provision. An abbreviated application for a CIMCE number may be submitted by the pre-approved provider or by the interpreter (see Section 6.1). The application fee is waived for these providers. Either interpreter or provider may initiate an application for a CIMCE number.
- I. Assigned CIMCE numbers for education available through all pre-approved providers will be posted to the “Current Interpreters” section of the CIP web page.⁶ Proof of attendance or completion must be retained by the interpreter for five years.

6.0 Application Procedures

- 6.1 Pre-approved providers (identified in section 2.3.1A) must submit the following:
 - A. Completed and signed application form;
 - B. Introductory outline that states whether continuing education activity or program is instructor or non-instructor led, length of activity or program, and teaching method used (a current course catalog is acceptable); and
 - C. Description of continuing education activity or program that establishes instructional objectives and learning outcomes, and demonstrates relevancy to court interpreting.

Note: (1) Approval is usually granted for one calendar year only, and (2) Providers that will offer the same educational activity repeatedly without change to content, hours, or instructors may apply for approval for up to a three-year period (calendar year).

⁶ See www.courts.ca.gov/2693.htm.

- 6.2 All applicants, except applicants identified in section 2.3.1A as pre-approved providers, and applicants that qualify for the multiworkshop conference described in section 11.0, must submit ALL of the following:
- A. A completed and signed application form (one application per activity).
 - B. A course outline in English, which includes *at a minimum*, learning objectives or course goals, teaching methods used to achieve the objectives or goals, and approximate amount of time spent on each topic.
 - C. Qualifications of continuing education instructor(s), written in English. Statement can be a list of academic and professional achievements, a resume, or a brief biographical profile that substantiates an instructor's qualifications (see section 8.0). Pre-approved providers do not need to submit a statement of qualifications.

6.3 Application Fees

- 6.3.1 A non-refundable application fee of \$50 per activity, per year, not to exceed \$300 per year for multiple activities. *Note: Applications for multiple activities must be submitted at the same time, with each activity listed on a separate application.*
- 6.3.2 Application fee is waived for the California courts and AOC, accredited public colleges or universities, justice partners, and other government entities and courts offering approved continuing education activities.
- 6.3.3 Approval is usually granted for one calendar year only.
- 6.3.4 Providers that offer the same educational activity repeatedly without change to content, hours, or instructors may apply for approval for up to a three-year period (calendar year). Application fees per activity and per year remain the same.
- 6.4 The application, course outline, statement of qualifications of each instructor, if required, and promotional materials, if available at the time of the application, may be submitted via e-mail to cimce@jud.ca.gov. Materials may also be submitted via mail to:

Administrative Office of the Courts
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, CA 94102

Note: Incomplete submissions will not be considered. Please retain a copy of your submission for your records.

- 6.5 Completed applications with proper documentation will generally be processed within 30 business days.
- 6.6 Applications for approval of continuing education activities may be approved retroactively at the discretion of the AOC.
- 6.7 Six hours is the maximum number of CIMCE credits that can be earned per day.
- 6.8 Within the same calendar year, an approved educational activity may be offered on more than one occasion or at more than one location without submission of a new

application for approval, provided that no substantive changes are made to the activity content, hours, or faculty.

7.0 Approval Process of Continuing Education Activities

- 7.1 The AOC will apply the criteria in section 2.3.1 to determine if the activity described in the application meets the definition of “education” for the purposes of granting CIMCE credit. If a question of relevancy or content arises, the AOC will consult with members of the Professional Standards and Ethics Subcommittee of the Court Interpreters Advisory Panel to resolve the issue. Section 8.0 provides criteria for instructor qualifications and will be used in the approval-for-credit process.
- 7.2 Applications for CIMCE credit are reviewed as received and are generally approved or denied within 30 business days. Incomplete applications or applications lacking required documentation will not be considered. Incomplete applications will be returned or held. The applicant will be notified and will need to submit the required documentation as requested in order for the application to be processed.
- 7.3 Within 30 days of receipt of all required documentation, applicants will be notified if the application was approved or denied. A notice of an approved application will include a CIMCE number, which will be assigned to the specific activity that has been approved.
- 7.4 Approval of a continuing education activity is non-transferable. Only the applicant-attendee (interpreter) may claim the CIMCE number assigned to the continuing education activity that he or she attended.
- 7.5 The full application process is waived for educational activities delivered by the pre-approved providers listed in section 2.3.1A. Relevant courses offered through these providers are approved through an abbreviated application process and will be reviewed only to determine relevancy, whether or not the course is instructor-led, and course length. CIMCE numbers will be assigned to all approved programs and made available through the “Court Interpreters Program” web page.⁷
- 7.6 Either the attendee or the provider may submit an application for approval. If approved, the CIMCE number will be assigned to the educational activity and posted to the CIP web page. Attendees are responsible for keeping their own records of attendance and documentation of continuing education hours for five years.
- 7.7 Each quarter, the AOC will provide the Court Interpreters Advisory Panel with a list of newly-approved courses for its review and comment.

8.0 Instructor Qualifications

- 8.1 Applications for approved continuing education activity credit must be accompanied by a statement of instructor qualifications. Pre-approved providers as referenced in section

⁷ See www.courts.ca.gov/2693.htm.

2.3.1A are exempt from this provision. In order for a course to be eligible for CIMCE credit, instructors must meet the following minimum requirements:

A. An instructor of an *interpreting skills* course must possess the following:

1. A bachelor's or post-graduate degree from a U.S. university, or an equivalent degree from a foreign university;
2. At least five years' experience in courtroom, medical, or conference interpreting;
3. California court interpreter certified or registered status, or valid court interpreter certification from another state;⁸
4. U.S. District Court federal court interpreter certification or valid court interpreter certification from another country.

B. An instructor of a *translation skills* course must possess the following:

1. A bachelor's or post-graduate degree from a U.S. university or equivalent degree(s) from a foreign university;
2. At least five years' experience as a professional translator; and
3. Credentials from a recognized U.S. professional translator's association or a university degree in translation.

C. An instructor of *any other course* must possess the following:

1. Necessary credentials to practice his or her profession or trade (an academic degree, license, certificate, etc.);
2. At least five years' experience in that profession or trade; and
3. Experience delivering professional education.

8.2 The Judicial Council may waive academic degree requirement for uniquely qualified individuals who do not possess a formal academic degree but who meet all other requirements. Requests for exceptions will be examined on a case by case basis, and particular consideration will be given to both subject matter of the educational activity and practical qualifications of the proposed instructor.

9.0 Provider Responsibilities

9.1 Provider responsibilities outlined in this section do not apply to pre-approved providers, identified in section 2.3.1A.

9.2 The provider of an approved continuing education activity must have a written and published policy, available to the Judicial Council on request, containing the following

⁸ Interpreter instructors from other states must have passed the Consortium for Language Access in the Courts certification exams currently used in California or equivalent certification exams recognized by California.

information: (1) refunds in cases of non-attendance, (2) time period for return of fees, and (3) notification of activity cancellation.

- 9.3 The provider of an approved instructor-led continuing education activity must keep the following records for three years after the activity concludes and furnish them upon request at no cost to the Judicial Council:
- A. A course outline or syllabus that includes learner objectives, course goals, a content outline, and teaching methods used to achieve course objectives or goals;
 - B. A record of the date and location of the continuing education activity;
 - C. A statement of qualifications of each instructor;
 - D. A roster of attendance with the participants' full names, signatures or initials, and certification or registration numbers; and
 - E. A copy of the attendance verification document issued to the participants.
- 9.4 The provider of an approved continuing education activity must notify the Court Interpreters Program of any change in location, organizational structure, or personnel responsible for the continuing education activities, including name and address changes, within 30 days after the change.
- 9.5 For instructor-led training, the provider must establish an attendance system whereby participants are required to sign in at the beginning of the activity and sign out at the end.
- 9.6 Within 60 days of completion of an approved continuing education activity, the provider of instructor-led programs must issue a document to each participant to verify attendance. The document may be a letter, a grade slip, a transcript, or a certificate of completion. A certificate of completion must not contain any language that could be construed as constituting interpreter certification. All documents must contain the following:
- A. Name of the interpreter attendee and their certification or registration number or other identification number;
 - B. Course title and CIMCE number;
 - C. Date of the course and completion date;
 - D. Provider's name and address;
 - E. Number of continuing education hours; and
 - F. Signature or seal of the instructor or the provider.
- 9.7 The provider of an approved instructor-led continuing education activity must distribute to the participants in each approved activity an evaluation form that meets Judicial Council specifications. The provider must collect completed evaluation forms and retain them for at least three years after the activity, for submission to the Judicial Council upon request.

- 9.8 The provider must accept full responsibility for adhering to the requirements for each activity offered, including, but not limited to, the following:
- A. Record-keeping;
 - B. Advertising and publicity;
 - C. Issuance of attendance verification; and
 - D. Instructor qualifications.
- 9.9 To monitor compliance with these requirements, the Judicial Council may audit the records of a provider, request copies of pertinent documents, or send a representative to attend any approved continuing education activity at no charge. The representative must show documentation identifying himself or herself as an employee of the AOC or member of the Court Interpreters Advisory Panel.

10.0 Promotional Materials

- 10.1 The term *approved continuing education activity* or any similar phrase may not be used in promotional materials for any educational activity unless approval for CIMCE has been granted by the AOC on behalf of the Judicial Council.
- 10.2 If an application for approval is pending, promotional materials must contain the statement, “Application has been submitted to the Judicial Council for Court Interpreter Minimum Continuing Education credit.” Any such materials that do not contain this statement will be considered in non-compliance with these requirements, and the application will be denied.
- 10.3 All promotional materials distributed expressly to publicize approved continuing education activities must contain the statement, “Application has been approved by the Judicial Council for Court Interpreter Minimum Continuing Education credit.”
- 10.4 The provider of an approved continuing education activity must include the following in its promotional materials: nature of the activity, time devoted to each topic, and names and qualifications of instructors.

11.0 Providers of Multiworkshop Conferences

- 11.1 In the case of a conference at which multiple continuing education activities will take place, the sponsoring entity or the attendee may submit the following:
- A. A single application for all workshops;
 - B. A single application for all workshops occurring on the same day;
 - C. A single application for specific workshops occurring during the conference; or
 - D. A single application for each individual workshop.
- 11.2 Applications may be signed either by an individual in an official capacity with the sponsoring entity or by an attendee.

- 11.3 A non-refundable application fee of \$50 per workshop, not to exceed \$300, must be submitted.
- 11.4 Application packages may be submitted via e-mail to cimce@jud.ca.gov.
- 11.5 Providers may also choose to submit the application via U.S. mail. Please submit the application, instructor qualifications for each workshop, workshop descriptions, learning objectives or goals for each workshop, and conference program or agenda to:

Administrative Office of the Courts
Court Interpreters Program
455 Golden Gate Avenue
San Francisco, CA 94102

Incomplete submissions will not be considered. Please retain a copy of your submission for your records.

- 11.6 Completed applications with proper documentation will generally be processed within 30 business days.
- 11.7 Applications for approval of continuing education activities may be approved retroactively at the discretion of the AOC.
- 11.8 Six hours is the maximum number of CIMCE credits that can be earned per day.
- 11.9 CIMCE credit is approved at a minimum of 1 hour, is measured in half-hour increments, and is rounded down.

12.0 Earning CIMCE Credit Through Distance Learning

- 12.1 *Instructor-led distance learning* is defined as a formal educational process in which most of the instruction occurs when student and instructor are not in the same place. Distance education includes courses offered over the Internet, through webinars, via video-conferencing, and on interactive satellite broadcasts. See section 5.0F for more information on instructor-led distance learning.
- 12.2 *Non-instructor-led distance learning*, for the purpose of earning CIMCE credit, refers to a formal educational process in which most of the learning is not instructor led but has a specific structure and outcomes. Examples of educational activities that are not instructor led and that may be considered for non-instructor-led CIMCE credit include online courses where there is no live instructor, correspondence courses through U.S. mail or e-mail, satellite broadcasts that are non-interactive, and one-way video-conferencing where actual participation by students is impossible. Providers of non-instructor-led distance learning must obtain CIMCE approval. The criteria for “educational activity” as defined in section 2.3.1 must also be met. Interpreters may earn up to 15 of the required 30 CIMCE credits in the non-instructor-led category.

- 12.3 The medium by which a distance learning course or workshop is delivered must be deemed by the AOC to be appropriate for the nature and objectives of the course or workshop.
- 12.4 In addition to the requirements stated in section 9.0, the provider of a distance learning course or workshop must comply with the following:
- A. Provide course texts and teaching materials to the Judicial Council upon request for three years;
 - B. Inform interested students of the specific technology required for participation;
 - C. For instructor-led distance learning, have instructors available to students in person or by phone or e-mail during the course or workshop; and
 - D. For instructor-led activities, establish a system that provides proof of full attendance and completion within the parameters of the medium.
- 12.5 A provider of a distance learning course or workshop will be subject to regular audits and monitoring by the Judicial Council. Lack of compliance with these requirements is a basis for disapproval as a CIMCE provider.

Appendix A: Suggestions for Course Topics for Continuing Education

Skill Areas

The development or refinement of skills generally relies on practice, coaching, and feedback, which require interaction with an instructor. *Continuing education activities involving the acquisition or improvement of interpretation or language skills, such as those that follow, should therefore be instructor led.*

Interpreting Skills

Consecutive interpreting skills: techniques and skills practice
(memory, listening, note taking)

Simultaneous interpreting skills: beginning and advanced techniques
and skills practice

Sight translation skills

Language Skills

Grammar

Style and composition

Vocabulary building

Speed reading

Accent reduction

Voice protection

Etymology, philosophy

Public speaking

False cognates

Syntax

Improvisation techniques

Knowledge Areas

The following are suggestions for topics to include in your continuing education activities. In addition to selecting an area of study, select a specific course that is right for you by looking at the course learning objectives and method of delivery (for example, instructor led or not; language specific or monolingual; classroom setting, distance learning, or conference workshops).

Terminology

Street slang

Forensic pathology

Law enforcement jargon

Criminalistics

Drugs

Fingerprints

Weapons and ballistics

DNA terms

Gangs

Medical terms

Tools

Automotive terms

Regionalisms

Financial and banking terms

Sex offenses

Drug and alcohol testing

Business terms

General Law

Criminal procedures

Sentencing procedures

Probation/parole

Mental health proceedings

Domestic violence

Unlawful detainer

Civil law

Property law

Family law

Juvenile proceedings (dependency, delinquency, child support, Indian Child

Welfare Act)

Criminal investigation

Juvenile justice

Arraignments, hearings, motions

Elder abuse

Contracts

Legal advice vs. legal information

Note: This is a list of possible topics for study; it is not an inventory of approved subjects.

Appendix B: Continuing Education and Professional Court-Related Assignment Requirements for Interpreters on Inactive Status

Table B-1: Active-Status Interpreter Requirements

Months on Active Status	Number of Continuing Education Hours Required	Number of Court-Related Professional Interpreting Assignments Required
1	1 ⁱ	2 ⁱⁱ
2	2	3
3	4	5
4	5	7
5	6	8
6	7	10
7	9	12
8	10	13
9	11	15
10	12	17
11	14	18
12	15	20
13	16	22
14	17	23
15	19	25
16	20	27
17	21	28
18	22	30
19	24	32
20	25	33
21	26	35
22	27	37
23	29	38
24	30	40

The tables below provide examples that apply the proportional basis formula. The first example is of an interpreter who is on inactive status within the same renewal period, and the second example is of an interpreter whose period of inactivity overlaps two compliance periods.

Table B-2: Within Same Renewal Period

Period of Inactivity	
Start Date	Jan. 2001
End Date	Sept. 2002
Active # of Months	3 (Oct. 2002 to Dec. 2002)
Renewal Date	Dec. 31, 2002
Renewal Requirements	
# of Continuing Education Hours	4
# of Assignments	5

Table B-3: Overlap of Renewal Periods

Period of Inactivity	
Start Date	July 2002
End Date	July 2004
Active # of Months	18 (Jan. 2001 to June 2002) <u>+ 5</u> (Aug. 2004 to Dec. 2004) 23 months
Renewal Dates	Dec. 31, 2002; Dec. 31, 2004
Renewal Requirements	
# of Continuing Education Hours	29
# of Assignments	38

Please note that in the second example, the interpreter would be given an extension into the next compliance period to complete his or her renewal requirements because it would be unreasonable to expect the interpreter to complete 29 CIMCE hours and 38 assignments with only five months remaining in the current compliance period.

ⁱ Certified and registered court interpreters on active status are required to complete 30 hours of continuing education every two years. If the number of continuing education hours were evenly divided over a 24-month period, the number of hours per month would be 1.25, rounded up or down, where appropriate.

ⁱⁱ Certified and registered court interpreters on active status are required to complete 40 court-related professional interpreting assignments every two years. If the number of assignments were evenly divided over a 24-month period, the number of assignments per month would be 1.66, rounded up or down, where appropriate.